



CITY OF HOUSTON

Job Posting

	AP
1	Applications accepted from: ALL PERSON INTERESTED
2	Job Classification PUBLIC WORKS OPERATIONS SECTION CHIEF
3	Posting Number PN# 113077
4	Department Department of Public Works & Engineering
5	Division Public Utilities Division
6	Section Wastewater Operation Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Coordinates public works operational services and related activities. Assigns work to subordinate supervisor, clerical and technical personnel. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and procedural guidelines. Responds to citizens' complaints and inquiries; gives technical or procedural advice to personnel concerning special or unique problems; interprets policy, procedure and legal requirements for employees and citizens. Compiles reports and maintains records of services rendered, clients served, procedures completed. Maintains files on fiscal and legally mandated matters and reports compliance with or progress toward division and/or branch performance measures. Coordinates activities within the section, other sections and divisions of the department, and cooperates with interested agencies or committees. Maintains current knowledge of technological advances, changes in statutes and impact of long-range planning objectives. Represents the section at legal proceedings, committees and before agencies. Prepares annual operating budget. Make recommendations for capital facilities. Ensures that personnel receive appropriate safety training and supplies, including review of SARA Title III right-to-know information. Interviews and recommends selection of new employee, completes performance appraisals, recommends disciplinary and/or performance counseling as appropriate; ensures consistent application of personnel policies and procedures.
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. <i>This is a Department of Public Works and Engineering Emergency Management Essential Position at the Tier 1 Level.</i>
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five years of experience closely related to the activities of section are required.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2). Valid Texas Class "A" Wastewater Operator's certificate.
14	<u>PREFERENCES</u> None
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: Salary Range - Pay Grade 22 \$1,578 - \$1,860 Biweekly \$41,028 - \$48,360 Annually
18	<u>OPENING DATE</u> September 06, 2006
19	<u>CLOSING DATE</u> Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer